

**NEW LOOK
COMING SOON!**



Office of the State Superintendent of Education

OSSE LEA LOOK-FORWARD: October 31, 2013—November 7, 2013

Key Events, Announcements, Updates and Deadlines

Enrollment Audit

Reminder: Preparation for Enrollment Audit Headcount

Enrollment Audit site visits are on-going until **November 15, 2013**. As auditors prepare to visit your school, please remember the following:

- Have a central location for the auditors to conduct residency verification.
- Have your Residency Verification binders prepared for the auditors review.
- Enter your “COUNT LOCATIONS” in the Quickbase Tool. **The deadline for entering count locations is two business days (48 hours) prior to your scheduled audit. It is imperative that this information is accurate and updated as soon as possible.** Please go to the Quickbase tool to ensure all students have accurate location data before the two business day window. Students with missing count locations will be counted in a central location.
- Check your Residency Verification Binders. Ensure all signatures are applied and documentation is accurate. The LEA should be able to provide documentation signed for in the Residency Verification Form.

Reminder: Enrollment Audit Site Visits

OSSE staff members will visit schools randomly during the Enrollment Audit headcount. Please be prepared for these observational visits. Note that these staff members will not **provide any technical assistance** during these visits.

Reminder: Special Education Child Count Webinar

Minor changes have been made to the Special Education Child Count process. These changes were highlighted in a recent training for LEA Special Education Coordinators. If your LEA representative missed this information, he/she can view a [recording](#) of the updated Child Count webinar training given to Special Education Coordinators. If you have any questions or concerns, please contact osse.enrollmentaudit@dc.gov.

Reminder: Enrollment Audit Student Residency Prevention Hotline

OSSE strongly encourages school-based staff, District residents, and families to report information regarding any non-resident student receiving District-funded public education free of charge. This information can be reported to the Student Residency Fraud Prevention Hotline at (202) 727-7224. This is a confidential tip hotline. Caller identification is anonymous. Please post the attached [flier](#) in your school’s student registration office.

If you have any questions or concerns, or need assistance accessing the Quickbase site, please e-mail osse.enrollmentaudit@dc.gov.



Division of Early Learning

Update: Recap of Let's Move DC!

The District of Columbia Office of the State Superintendent of Education (OSSE) and the DC Head Start State Collaboration Office (DC-HSSCO), in partnership with Fit Kids-DC, hosted the first annual Let's Move! DC - Children and Families Health Expo on Saturday, October 19th at Deanwood Recreation Center located in Ward 7.

Over 30 community organizations and DC government agencies came together to celebrate the message of the First Lady Michelle Obama's Let's Move! a nationwide initiative to combat childhood obesity; encourage healthy lifestyle choices; and empower families to put their children on the path to a healthy future during their earliest months and years. This initiative aims to inspire children to eat healthy foods and have at least 60 minutes of physical activity per day, whether before, during, or after school.

The day kicked off with the announcement of the "Champions for Children" awardees. Sixteen dedicated parents and staff from various early childhood programs across DC were honored. Over the course of the day, an estimated crowd of almost 500 parents and children came out and enjoyed marching bands, lively DJ music, dancing and sports exhibitions, kid-friendly activity zones, and healthy food demonstrations.

Update: Race to the Top Early Learning Challenge

OSSE submitted to the U.S. Department of Education a Race to the Top - Early Learning Challenge (RTT-ELC) grant application on October 16th. The RTT-ELC grant focuses on improving early learning and development programs for young children by supporting:

- 1) successful state systems;
- 2) high quality accountability programs;
- 3) promoting early learning and development outcomes;
- 4) a great early childhood education workforce, and
- 5) measuring outcomes and progress

The District has an opportunity to be awarded \$37.5 million in federal funding. Grant awards are made in December 2013.

New: NAEYC'S 2013 Annual Conference

Experience Four Days of Learning, Networking and Discovery at the National Association for the Education of Young Children (NAEYC) 2013 Annual Conference. The conference is coming to DC **November 20 – 23, 2013**. The NAEYC Annual Conference & Expo is the largest early childhood education conference in the world, where tens of thousands of educators choose from hundreds of presentations and exhibits. Presenters and attendees include teachers and other staff in center and home-based child care, Head Start and Early Head Start, preschool and elementary school programs, faculty, trainers, researchers, students, and advocates.

For conference registration information please visit: [NAEYC 2013 Annual Conference](#).



Division of Early Learning (Continued)

New: LearnDC: Creating Opportunities

Providing safe and healthy environments for young children to grow and learn is a major priority in the District of Columbia. LearnDC offers information about services in DC for young children and their families, and resources for supporting healthy early childhood development.

Everyone involved in the lives of young children in the District of Columbia — parents and families, child care providers, p, teachers and community members — can use the information and resources available on LearnDC to support the young children they care about to meet their health, social-emotional and mental needs. For more information please visit [LearnDC- Early Childhood](#).

New: 2013 Pre-K Report

The 2013 Pre-K Report highlights pertinent information regarding the status of the District of Columbia pre-k programs. In this report you will find: current capacity of all existing Pre-K programs; the number of children for whom Pre-K is available; the manner in which Head Start Programs are incorporated in the early child care and education delivery system; the adoption of the District of Columbia Common Core Early Learning Standard; the criteria used in evaluating grant applications; the number of grant applications received and awarded; and amount and grant rationale for each grant and progress of each grantee.

To review the 2013 Pre-K Report, please download [The Report](#) here.

New: New Electronic Payment Initiative (ACH)

OSSE is pleased to announce its new electronic payment initiative for childcare providers! As a result of this initiative, providers will be able to receive their monthly payments by ACH instead of a paper check. Enrollment in the ACH program permits payment via the National Automated Clearinghouse Association (NACHA) network. Completed enrollment forms should be sent directly to: osse.accountspayable@dc.gov

Please download the [ACH Enrollment Packet](#).

Additional questions should be directed to [Anetria Smart](#) at 202-481-3857 or [Mildred Almonte](#) at 202-481-3855, Monday through Friday, between the hours of 8 a.m. and 5 p.m.

New: OSSE Approved Trainers

Office of the State Superintendent of Education (OSSE) approves competent individuals and organizations to train early childhood professionals. Trainers are selected based on their education and experience in the field. Research shows that early childhood professionals with specialized training **AND** higher education/professional credentials are more likely to create quality experiences for young children and their families. All staff in early childhood programs must provide evidence that they are receiving specialized training via continuing education and professional development activities.

Continuing education requirements may vary depending on the type of program (subsidized child care, Head Start, or publicly funded Pre-K.)

For more information please contact [Diane Mason](#) at 202-727-8118.



Division of Early Learning (Continued)

New: Provider Spotlight

2 New Heights Child Development Center

Dr. Ernesta Gibbs Battle is the director and lead teacher at 2 New Heights located in ward 4 situated at 4124 3rd Street NW, Washington DC. 2 New Heights Child Development Center has been a gold center for the past 5 months and Dr. Battle recently became an OSSE Certified Trainer. 2 New Heights Child Development Center offers full and part-time services to infants thru 12 years of age with “Before and After” School Program. The philosophy of 2 New Heights Child Development Center is based on the belief that each child is a worthy individual endowed with unique capabilities and talents. 2 New Heights Child Development Center provides social, emotional and academic opportunities through developmentally appropriate activities that will stimulate the cognitive, affective and psychomotor domains. 2 New Heights Child Development Center also believes that partnering with parents is very important and work together with providing positive experiences.

OSSE IS PROUD OF YOU!

Let us hear about the wonderful things happening at your site.

Submit your story and photos to sheena.king@dc.gov.

New: Exciting Training Opportunities

CPR and First Aid

Date: **November 1st-31st, 2013** (except holiday)

Time: 9:00am—8:00pm

Venue: 5212 Drake Place SE Wash, DC 20019

Registration contact: Joan Irabor, email: Joan20131@gmail.com, Telephone number: (202) 340-0980

Training Cost: \$65.00

Trainer Approval Application for Individual and Organizations

Applications are due **November 15th, 2013**

Please send fully completed email applications to [NyKisha Haley](mailto:NyKisha.Haley@dc.gov)

Medication Administration Training

Date: **November 1, 2013**

Time: 9:00am-3:00pm

Venue: 10905 Livingston Road, Fort Washington, MD 20744

Registration Contact: (301)203-7648

Training Cost: \$75.00

Please remember to pre-register for trainings!

For a complete list and information on trainings available at the Division of Early Learning (DEL), Early Learning Institute, download the [Early Learning Professional Development Calendar](#).



Division of Early Learning (Continued)

Reminder: Report Shows Strong Teacher Support for the Common Core

Scholastic released a preview of its third national Primary Sources survey of public school teachers on their thoughts on teaching in an era of change. The survey of 20,000 teachers confirms that the Common Core State Standards enjoy broad support from educators.

Key findings include:

- Teachers' awareness of the Common Core State Standards is now universal;
- Teachers expect the Common Core to lead to positive outcomes for students;
- Teachers are enthusiastic about implementation. At the same time, teachers share the realistic view that there will be challenges, but are able to point to supports and resources needed to support student success.

For more information, please visit [20,000 TEACHERS on the COMMON CORE](#)

Reminder: Certification of Good Standing

The Office of Tax and Revenue has changed the process of obtaining a Certificate of Good Standing. The Certificate of Good Standing is now referred to as the [Certificate of Clean Hands](#) and can only be obtained **online**. Please note that there is no cost in obtaining the Certificate of Clean Hands from The Office of Tax and Revenue.

Process of obtaining a Certificate of Good Standing:

- Go to [Certificate of Good Standing Request](#)
- When completing your application, you have the option of selecting whether you want it **mailed** to you or to **pick it up**.
- After submitting your application **online**, you will be notified in **7 to 10 business days**.
- The **Certificate of Clean Hands** was formally referred to as the Certificate of Good Standing.

Reminder: European Art Festival for DC Children

The Kids Euro Festival is on-going and runs through **November 13**. It is filled with European art and cultural festivities with more than 200 free events and activities. Events will be held at venues ranging from the Kennedy Center's Millennium Stage to National Geographic and the Strathmore arts center in Bethesda. There will also be performers visiting area schools and libraries through partnerships with District of Columbia and Prince George's County public libraries.

For more information visit: [Kids Euro Festival](#)



Division of Elementary & Secondary Education

Reminder: Next Generation Science Standards Proposed for District of Columbia Schools, (K-12)

The final version of the [Next Generation Science Standards \(NGSS\)](#) was released by Achieve on April 9, 2013. OSSE will be working closely with community stakeholders over the coming weeks and months to support the District of Columbia in preparing to adopt and implement NGSS. Together with the Common Core State Standards in Mathematics and English Language Arts, the NGSS hold the promise of transforming STEM education and preparing all DC students to succeed, in education, work, and their daily lives.

Please visit the [NGSS](#) site at OSSE, to learn more about the proposed standards and share feedback, or view when OSSE will host events about Next Generation Science Standards.

If you have any questions or enquiries, please feel free to contact [Maya Garcia](#).

Reminder: Resources for Teachers of Homeless Students

Resources for Teachers of Homeless Students: The National Center for Homeless Education (NCHE) provides research, resources, and information enabling communities to address the educational needs of children experiencing homelessness. Funded by the U.S. Department of Education, the Center serves as a clearinghouse of information for people seeking to remove or overcome educational barriers and to improve educational opportunities and outcomes for children and youth experiencing homelessness. NCHE has published [Research Summary: Teaching and Classroom Strategies for Homeless and Highly Mobile Students](#). This valuable resource lists strategies to help school based staff effectively serve students in transitory housing including strategies to improve classroom culture, align academics, and increase social engagement among homeless students.

For more information please contact [Ja'sent Brown](#) or call at (202) 654-6123.

Update: The Mathematics and Science Partnerships Grant Competition for FY2014

OSSE is pleased to announce the eighth competition for the Mathematics and Science Partnerships (MSP) Program.

The intent of this competitive grant program is to allow local educational agencies (LEAs) and institutions of higher education (IHEs) to collaborate in professional development activities that increase the subject matter knowledge and improve the standards-based instructional practices of science, technology/engineering, and mathematics (STEM) teachers. Partnerships between LEAs and the science, technology, engineering, and mathematics (STEM) faculty in IHEs are at the core of these improvement efforts. LEAs are encouraged to take leadership roles in implementing and perpetuating the training that is developed with awarded funds. Other partners may include public schools, businesses, and non-profit organizations involved in mathematics and science education.

Successful applications will include ways to sustain intensive, high-quality professional development activities that focus particularly on deepening teachers' content knowledge and establishing coherence in teachers' professional development experiences.

Applications are being accepted electronically by email until 5:00pm on **Monday, November 4, 2013**.

Please contact [Valida Walker](#) by email for more information.



Division of Elementary & Secondary Education (Continued)

Reminder: Truancy Prevention Resource – Truancy Prevention Mailbox

Did you know that missing just 10% of the school year in the early grades can leave many students struggling throughout elementary school? (Attendance Works).

Access information on the Truancy Guide in the following languages: in [English](#) , [Spanish](#) , and [Amharic](#).

Attendance Matters: In conjunction with Attendance Awareness Month, OSSE formally announced its Truancy Prevention Mailbox, a resource for educators, parents and other educational stakeholders to submit questions and enquiries related to truancy prevention. Questions or enquiries can be submitted to the [Truancy Prevention Mailbox](#).

Reminder: Complaint Procedures for Elementary and Secondary Education Act Programs and Grants

OSSE has a formal policy for receiving and addressing state-level complaints related to ESEA programs for sub-recipients of funding made available under the Elementary and Secondary Education Act of 1965, as amended (ESEA). The procedure described in this policy applies to complaints arising from and related to ESEA program administration, sub-grantee administration, equitable services and ESEA accountability classifications. Detailed guidance is available on the OSSE website located [here](#).

For more information on filing a complaint or appealing an LEA decision regarding the provision of educational services to homeless students and parents under McKinney-Vento, please refer to the policies on OSSE's [Homeless Children and Youth Program](#) webpage under the Division of Elementary and Secondary Education.

For more information on filing a complaint regarding the provision of specialized education services to disabled students under IDEA, please refer to the policies under OSSE's [Division of Specialized Education](#) webpage.

Please share this information with your program staff and participants.

New: Overcoming Roadblocks to PARCC-Ready Classrooms (LEA Event)

Date: **Thursday, November 14, 2013**

Time: 5:00pm - 6:30pm

Venue: Center City Public Charter Schools (Shaw Campus), 711 N Street, NW

Metro Accessible: Convention Center/Mount Vernon Square, Green Line (limited parking)

To register for the event please access Eventbrite here: [Overcoming Roadblocks to PARCC-Ready Classrooms](#)

Please join us at Center City Public Charter Schools (Shaw Campus) to learn about how we developed a Common Core-aligned curriculum that will prepare our students for the PARCC assessment. We will have appetizers, time to network with old and new friends, and an exciting panel of educators from Center City.



Division of Post-Secondary & Career Education

New: College Application Week

The District is proud to be participating in National College Application Week taking place from **Tuesday November 12 – Friday, November 15**. This event offers support to high school seniors who haven't yet applied to college, and is to encourage them to do so. OSSE is registering interested high schools and providing support for the event.

For further questions or enquiries please contact [Michael Longaro](#).

Update: Dual Enrollment Funding Opportunity

The OSSE Dual Enrollment Fund provides support for unmet tuition, fee and book costs for high school students enrolled in postsecondary classes at District universities. OSSE can provide support and funding to schools looking to create new dual enrollment partnerships. Is your school interested in increasing the number of students who participate in dual enrollment, please contact [Mike Andrews](#).

Division of Specialized Education

Deadline: Fiscal Policy and Grants Management revises IDEA Phase II Application timelines

OSSE has revised FFY2013 (SY2013-2014) Individuals with Disabilities Education Act (IDEA), Part B allocations to correct an error in data.

Given the timing of the revision, the application due date has been extended to **November 15, 2013** by 5:00pm. Download the [revised application](#) here.

If your LEA has submitted an FFY2013 application, you will need to **resubmit** a XLS and PDF version of the fiscal application using the revised application.

If your LEA requires additional technical support in order to complete the revised application by the deadline, please feel free to reach out to [Faith Leach](#) or call on (202)741-5091.

Reminder: The Division of Specialized Education (DSE) Releases Standards-Based IEP Resource Guide

DSE is pleased to announce the publication of the *Standards-Based IEP Resource Guide*, a new training and technical assistance publication. This resource guide contains information and nationally recognized best practices to assist educators in effectively addressing the needs of students with disabilities through their IEP.

Developed using a range of publicly available research-based guidance documents and tools, the *Standards-Based IEP Resource Guide* is designed to provide educators, school professionals, and other stakeholders with meaningful, evidence-based strategies to support the full range of diverse learners who exist in the classroom. Please access and download [the resource guide](#) here.



Reminder: The Division of Specialized Education (DSE) Releases Nonpublic School Toolkit

DSE is pleased to announce the publication of the *Nonpublic School Toolkit*, a new training and technical assistance publication. The toolkit is a comprehensive guide which contains information to assist educators in effectively addressing the needs of students enrolled and enrolling in nonpublic schools or transitioning to a less restrictive environment from a nonpublic school. This guide was developed using Federal and District of Columbia policies, procedures, and regulations.

The information contained in this toolkit should serve as a primary reference for LEAs and nonpublic schools to access information on the expected processes necessary to ensure that District of Columbia students enrolled at nonpublic schools receive safe, supportive, and high-quality special education services.

Please access and download [the toolkit](#) here.

Reminder: Special Education Data System (SEDS) – LEA Data Administrator II Course Modules 4-5

The Division of Specialized Education (DSE) is pleased to announce the continuation of the 2013 LEA Data Administrator (LDA) II course. All LEAs are required to have at least one representative (two preferred) complete all five professional development modules for this course.

At this point, one person from each LEA should have completed modules 1, 2, and 3 of the LEA Data Administrator II course. The remaining two modules will be delivered via an online course. Upon completion of all 5 modules, attendees will receive a certificate of completion and awarded 11 Professional Learning Units (PLUs). Below are the dates and times of each course.

Please review and register for the remaining two modules by clicking on the course name links provided:

COURSE NAME	DATE	TIME
2013 LDA Module 4	Wednesday, November 20	10:00a.m. – 12:00noon
2013 LDA Module 5	Wednesday, December 18	10:00a.m. – 12:00noon

Division of Wellness & Nutrition

New: Serving it Safe Training Hosted by the National Food Service Management Institute, Tuesday, November 19, and Wednesday, November 20, 2013

School food authorities and vendors are invited to attend the Serving It Safe, 4th Edition training hosted by the National Food Service Management Institute. *Serving It Safe, 4th Edition* provides foodservice personnel at all levels with an up-to-date source of information for managing a safe and sanitary foodservice operation. The chapters cover topics such as: food safety, microorganisms, how to keep a clean and sanitary foodservice operation, prevention of foodborne illness, process for foodborne illness prevention, and food safety programs in schools.

Training will be held at:



Division of Wellness & Nutrition (Continued)

Venue: OSSE, 810 1st Street, Room 3002

Time: 9am – 3pm (November 19), 9am – 1pm (November 20) **Attendance on both days required.**

To register, please contact [Noni Robinson](#) or [register on Eventbrite](#).

Note: Serving it Safe should not be confused with the National Restaurant Association's ServSafe course. There is no certification exam with Serving It Safe.

New: DCSAA Announces Several Upcoming Sporting Events

Boys and Girls Cross Country Championships

Date: **Saturday, November 2, 2013**

Time: 10:00am

Venue: Ft. DuPont Park

Girls State Volleyball Invitational Finals

Date: **Saturday, November 9**

Time: 10:00 am

Venue: Trinity University

Girls and Boys State Soccer Finals

Date: **Saturday, November 9**

Time: 3:00 pm

Venue: Georgetown University (Tentative)

Office of Data Management & Assessment

New: Students Born Outside of the US Data Collection Begins Today

Collection for federal reporting of information related to students who were born outside of the US is scheduled to begin tomorrow **November 1, 2013**. OSSE will be collecting student-level data focusing on student's native language and the date the student first enrolled in a US school for students enrolled during **SY2013-2014**.

For more information, please contact [Emily Persons](#).

Final Notice: 2013-2014 DC CAS Alt Registration

LEAs are asked to submit student registration verification form and roster to OSSE by **November 1, 2013**.

If you have any questions, please contact [Michelle Blakey-Tuggle](#).

Reminder: 2014 DC CAS Blueprint

Download the approved and finalized [Spring 2014 DC CAS Blueprint](#) for all tested grades and subjects. If you have any questions, please contact [Jessica Mellen Enos](#).



Office of Data Management & Assessment (Continued)

Reminder: Discipline, Truancy & Immigrant Data Collection

The annual discipline, truancy and immigrant collections for federal reporting are on-going. OSSE is collecting student-level data that focuses on discipline incidents, attendance and immigrant status for SY2012-2013. For more information, please contact [Emily Persons](#).

Reminder: LEA Contact Information

OSSE is reaching out to LEAs to update OSSE's LEA Contact List for the 2013–14 school year. LEAs should provide the appropriate names, titles and contact information for the following contact types:

- Data Manager
- Finance/Grants Manager
- Special Education Data System Trainer
- Special Education Coordinator
- Head of School
- SEDS Team Leader
- SEDS Data Administrator
- Enrollment Auditor
- Homeless Liaison
- LEP Coordinator
- Assessment Specialist
- Information Technology Manager
- Teacher and Staff Data Coordinator

To facilitate this process, OSSE has created an [online form](#) for LEAs to use when submitting contact information. LEAs may input new information all at once, or revisit the form to add additional information at any point during this process.

For assistance with this process or the form, please contact [Jessica Mellen Enos](#).

Reminder: English Language Learner (ELL) Identification Guidance

OSSE has provided resources for LEAs on the identification of ELL students. Please access [ELL Identification resources](#) here.

Contact [Michelle Blakey-Tuggle](#) for further information.

Office of Grants Management and Compliance

Reminder: Helping Prevent Federal Grant Funds from Lapsing

OSSE wants to help you prevent federal grant funds from lapsing at the end of the fiscal year (9.30.2013). Failure to spend enough of these lapsing funds may put future funding at risk. OSSE is dedicated to working with you to discuss and outline strategies for avoiding the lapsing of these funds and ensuring that your students receive the full range of benefits available to them. Don't hesitate to reach out to OSSE for support. For more information, please contact [Walter Lundy](#).



Office of Grants Management and Compliance(Continued)

Reminder: DC OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration

Please visit the [OSSE website](#) for information pertaining to the 2013-2014 allocations for LEAs in Washington, DC. For any questions or concerns, please contact [Cedric Thompson](#).

[Additional guidance](#) on sequestration is provided by Brustein & Manasevit, PLLC.

Reminder: FY 2013 Federal Grant Closeout Deadline (Deadline Strictly Enforced)

As a reminder, the last day to obligate funds for FY13 was September 30, 2013. All reimbursement workbooks must be submitted to your grant program manager no later than **November 15, 2013** to ensure proper reimbursement of funds spent by your LEA during the 2013 fiscal year for each federal grant award. Workbooks submitted after this date will not be processed for reimbursement.

All questions regarding this report and/or the status of any reimbursement requests should be directed to the Office of Grants Management and Compliance, Office of the State Superintendent at osse.grantscompliance@dc.gov.

DEADLINE	ACTION
<u>Friday, November 15</u>	Last day to submit reimbursement workbooks